3860

BILL NO. S-77-11-18

SPECIAL ORDINANCE NO. S-253-77

AN ORDINANCE approving a blanket purchase order for materials for the Office Services Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the contract dated October 27, 1977, between the City of Fort Wayne, by and through its Mayor and the Board of Public Works and Doubleday Brothers & Company, City Utilities Purchase Order No. 9340, for a blanket order for Typewriter Ribbons and lift off tapes, for a total estimated maximum cost of $3,484.44 to be charged against Office Services Department as the supplies are needed, which said purchase order is on file in the Office of the Department of Purchasing and is by reference incorporated herein, made a part hereof and is hereby in all things ratified, confirmed and approved.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM
AND LEGALITY,

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hinga, and duly adopted, read the second time by title and referred to the Committee on ~~City Utilities~~ Utilities (~~and the City Plan Commission for recommendation~~) and Public Hearing to be held after due legal notice, at the Council Chambers, ~~City-County Building, Fort Wayne, Indiana, on ______, the ______ day of ______, 19__ at ______ o'clock ______ M.,E.S.T.~~

DATE: 11-8-77

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by V. Schmidt, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	9				
BURNS	✓				
HINGA	✓				
HUNTER	✓				
MOSES	✓				
NUCKOLS	✓				
SCHMIDT, D.	✓				
SCHMIDT, V.	✓				
STIER	✓				
TALARICO	✓				

DATE: 11-22-77

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (~~ZONING MAP~~) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) No. S-253-77 on the 22nd day of November, 1977.

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

John Nuckols
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 23rd day of November, 1977, at the hour of 11:00 o'clock A M.,E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 25th day of November, 1977 at the hour of 10:00 o'clock A M.,E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-77-11-18

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving a blanket purchase order for materials for the Office Services Department

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

PAUL M. BURNS - CHAIRMAN	Paul M. Burns
FREDRICK R. HUNTER - VICE CHAIRMAN	
VIVIAN G. SCHMIDT	Vivian G. Schmidt
WINFIELD C. MOSES, JR.	W. C. Moses Jr.
JAMES S. STIER	James S. Stier

CONCURRED IN

DATE 11-22-77 CHARLES W. WESTERMAN, CITY CLERK

Memorandum

To H. P. Wehrenberg, Board of Works — Date October 27, 1977

From Ruth Winget, Purchasing Department

Subject Bid Refence #461. Ribbon Requirements

COPIES TO:

R. Walker
G. Thayer

Herewith are bid documents (Bid Ref. #461) relating to Blanket Purchase Order No. B-9340 prepared favoring Doubleday Bros. & Co. for Ribbon Requirements for 1978 for Office Services Department.

Six (6) vendors were invited to bid. Three (3) bids were received. Roytype Typewriter was disqualified because no Non-Collusion Affidavit was included in their bid and Columbia International bid was received after the bid opening. Therefore, Doubleday Bros. & Co. was the only bid with total estimated value amount of $3,484.44.

Attached are the following documents in support of the recommendation for acceptance of Doubleday Bros. & Co. bid:

1. Copy of tab sheet.
2. Doubleday Bros. & Co. bid.
3. Purchase Order No. B-9340.
4. Copy of bid mailing list.

It is urged that in referring this bid-quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number (s) is given to Doubleday Bros. & Co. until evidence of Council approval is furnished to the Purchasing Department.

Ruth Winget
Ruth Winget

NOTED

☐ H.P.W.
☐ E. L.
☐ M.G.S.

Date______

Approved: A. C. Lord
A. C. Lord

BOARD OF PUBLIC WORKS
OCT 31 1977

PUTATION OF BIDS

REF. 461

SING DATE: 10-17-77

t. Office Services

	3 Gr. P-4-S 5/16 x 4" Poly.	6 Gr. Selectric #71 Plastic	6 Gr. Lift Off Tapes	6 Gr. Corr. Film Ribbon IBM	1 dz. [illegible] Ribbons	Ribbon
umbia International 0 Crawfordsville Road ianapolis, Indiana						
type Typewriter . of Litton Bus. Systems 21 Lima Road 46808 Disqualified Not afd.						
B M Corporation 27 Rupp Drive						
ational Data Products 1910 Bluffton Road						
oubleday Bros & Company 37 E. Berry Street Afd. O.K. A/A on file	B-9340 .41/ea. 59.04/gr.	.38/ea. 54.72/gr.	1.35/ea. 194.40/gr.	1.80/ea. 259.20/gr.	3.93/ea. 47.16/dz.	
A T D Surplus RR #3 Box 278 Angola, Indiana						

. Corr. Ribbon IBM	1 dz. IBM Tech III Ribbons	3 dz. PUP Plastic Ribbons	3 dz. PRP Plastic Ribbons	6 dz. Misc. Cloth T. W. Ribbons	6 dz. Misc. Cloth Adder Mach. Ribbons	
1.80/ea. 59.20/gr.	3.93/ea. 47.16/dz.	.66/ea. 7.92/dz.	.66/ea. 7.92/dz.	1.13/ea. 13.56/dz.	1.13/ea. 13.56/dz.	

CITY OF FORT WAYNE

CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY – COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. B 9340

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE October 27, 1977

Doubleday Brothers & Company
437 East Berry Street
Fort Wayne, Indiana 46802

SHIP TO —
Office Services Department
Basement, City County Bldg.
One Main Street
Fort Wayne, Indiana 46802

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY – COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL	
		Estimated Requirements for 1978				
	3 Gr.	P-4-S 5/16 x 4" Poly Ribbons #42		59.04/gr.	$ 177.	12
	6 Gr.	Selectric #71 Plastic #40		54.72/gr.	328.	32
	6 Gr.	Lift Off Tapes #862		194.40/gr.	1,166.	40
	6 Gr.	Correctable Film Ribbons #86		259.20/gr.	1,555.	20
	1 Dz.	I B M Teck III Ribbons #82		47.16/dz.	47.	16
	3 Dz.	PUP Plastic Ribbons #42C		7.92/dz.	23.	76
	3 Dz.	PRP Plastic Ribbons #42U		7.92/dz.	23.	76
	6 Dz.	Misc. Cloth T.W. Ribbons Std.		13.56/dz.	81.	36
	6 Dz.	Misc. Cloth Adder Ribbons Std.		13.56/dz.	81.	36
		Per Bid Ref. #461 Net 30 F.O.B. Delivered		ESTIMATED	$ 3,484.	44
		SUBJECT TO COUNCILMANIC APPROVAL				
		Note: Requirements will be released on departmental Purchase Orders against this blanket order as required by the using department.				
		RW/pl				

APPROVED Board of Public Works

HPW Henry P. Wehrenberg
Edward W. Gaffar
Mary J. Scott

ATTENTION!
Send all Invoices: General Accounting
4th Floor City-County Bldg.
1 Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY ______ CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U-59

FORM U-48

City Utilities

PURCHASE REQUISITION

Doubleday Brothers + Co.
437 E. Berry St.
46802

Date 9-21-77

Please order the following Material for Delivery as Specified:

To be delivered to Office Service Dept. Req. No. 127

On or before ~~Estimated Requirements for 1978~~ P. O. No. B9340

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
3 Gr.	Gross P-4-S 5/16 X 4" Poly. Ribbons #42	59.04/gr.	177.12
6 Gr.	Gross Selectric #71 Plastic #40	54.72/gr.	328.32
6	Gross Lift Off Tapes #862	194.40/gr.	1,166.40
6	Gross Correctable Film Ribbons #86	259.20/gr.	1,555.20
1 Dz ~~Gross~~	IBM Tech. III " " #82	47.16/dz.	47.16
3 dz Doz	PUP plastic Ribbons #42C	7.92/dz.	23.76
3 dz Doz	PRP " " #42U	7.92/dz.	23.76
6 dz Doz	Misc. Cloth T.W. Ribbons Std.	13.56/dz.	81.36
6 dz Doz	" " Adder " Std.	13.56/dz.	81.36
Per ~~Re~~ Ref Bid #461		Estimated	3,484.44

Note: F.O.B. Delv'd.

Requirements will be released on departmental Purchase Orders, against this blanket order as required by the using department.

~~ts for~~ Subj. to Commissioners approval.

Water Sewage RW

64-27-17 4/13/77

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

PURCHASING COPY
PURCHASE ORDER NO. ~~B-3393~~ B-9340

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE Nov. 5, 1975 5-...

~~Acytype Typewriter Supplies~~
~~4721 Lima Road~~
~~Fort Wayne, Indiana 46303~~

Doubleday Brothers & Co.
437 E. Berry St.
46802

SHIP TO —

Office Services Dept.
Basement City County Bldg.
One Main St.
Fort Wayne, Indiana

Data Processing
4th Flr. City County Bldg.

MAIL ALL INVOICES TO — CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
	EST.	ESTIMATED REQUIREMENTS FOR ~~[illegible]~~ 1978			
	3 gr.	P-4-5 ~~[illegible]~~ 5/16 x 4" (Polyethelene) #425		59.04/gr.	177.12
	6 gr.	Selectric 71 Plastic #40		54.72/gr.	328.32
	6 gr.	Lift off tapes #86L		194.40/gr.	1,166.40
	6 gr.	Correctable Film Ribbon IBM #86		259.20/gr.	1,555.20
	1 dz.	IBM Tech III Ribbons #82		47.16/dz.	47.16
	3 dz.	PUP - Plastic Ribbons #42C		7.92/dz.	23.76
	3 dz.	PRP - Plastic Ribbons #42U		7.92/dz.	23.76
	6 dz.	Misc. cloth T.W. Ribbons Std.		13.56/dz.	81.36
	6 dz.	Misc. cloth Add. Mach. Ribbons Std.		13.56/dz.	81.36
	~~[illegible]~~	~~[illegible] Nylon [illegible] Ribbons~~ ~~[illegible]~~ ~~[illegible] only.~~		Total: Estimated	3,484.44

Note: Requirements will be released on departmental purchase orders against this blanket order as required by the using department.

Per Bid

Ref. #461

SUBJECT TO COUNCILMANIC APPROVAL.

Net 30 days, F.O.B. ~~[illegible]~~ Delivered.

RM/bk ~~430~~

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY [signature]
CITY UTILITIES PURCHASING AGENT

3-63

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

Page 1 of 5

Ref. No. 461

Date September 22, 197

Date wanted

Mail all replies and correspondence, etc. to Att. of A. C. Lord 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

Fund Appropriation No.

REQUIRED FOR DELIVERY TO:

Department or Division Office Services

Basement, City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Monday, October 17, 1977 at 11:00 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. [illegible] PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		ESTIMATED REQUIREMENTS FOR 1978		
3	Gr.	P-4-S 5/16 x 4". (Polyethelene) #42	.41ea	59.04gr
6	Gr.	Selectric #71 Plastic #40	.38ea	54.72gr
6	Gr.	Lift Off Tapes #86L	1.35ea	194.40gr
6	Gr.	Correctable Film Ribbon IBM #86	1.80ea	259.20gr
1	DZ.	IBM Teck III Ribbons #82	3.93ea	47.16dz
3	DZ.	PUP - Plastic Ribbons #42C	.66ea	7.92dz
3	DZ.	PRP - Plastic Ribbons #42U	.66ea	7.92dz
6	DZ.	Misc. Cloth T.W. Ribbons std	1.13ea	13.56dz
6	DZ.	Misc. Cloth Adder Mach. Ribbons std	1.13ea	13.56dz
		Quote Firm Price for 1978		
		Requirements will be released on Departmental Purchase Orders as required by using department.		
				3484.47

Bid Bond required NO ☒ YES ☐ Performance Bond NO ☒ YES ☐

See instruction item No. 13 on reverse side hereof.

Terms ____% cash discount if paid within ____ days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within ____ days from receipt of order.

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Doubleday Bros. & Co.

Per James D. Smuherk Jr. Asst. Mgr

Address 437 E Berry Street

City Ft Wayne IN 46802 Date 10/13/

TABULATION SHEET

BID.REF.NO. 461

DATE

Ribbons

DEPT. Office Services

VENDORS NAME & ADDRESS	CARDS MAILED	BIDS PICKED UP	BIDS MAILED
Royotype Typewriter Sup. 4721 Lima Road	October 3, 1977	10/5/77	
I.B. M. Corporation 2827 Rupp Drive	October 3, 1977	10/6/77	
National Data Products 11910 Bluffton Road P.O. Box 9128	October 3, 1977	10/11/77	
Doubleday Brothers 437 E. Berry Street	October 3, 1977	10/7/77	
Columbia International 5610 Crawfordsville Road Indianapolis, Ind.			October 3, 1977
A T D Surplus RR 3 Box 278B Angola, Indiana 46703	October 10, 1977		10/10/77

3860

TITLE OF ORDINANCE SPECIAL ORDINANCE - DOUBLEDAY BROTHERS & COMPANY CITY UTILITIES BLANKET PURCHASE ORDER NO. 9340

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS S-77-11-18

SYNOPSIS OF ORDINANCE CITY UTILITIES BLANKET PURCHASE ORDER NO. 9340 TO DOUBLEDAY BROTHERS & COMPANY FOR RIBBON REQUIREMENTS FOR 1978 FOR OFFICE SERVICES DEPARTMENT WITH ESTIMATED VALUE AMOUNT OF $3,484.44

DOUBLEDAY BROS & COMPANY BID WAS ONLY VALID BID SUBMITTED

(SEE MEMORANDUM ATTACHED)

EFFECT OF PASSAGE TYPEWRITER RIBBON SUPPLIES FOR OFFICES FOR YEAR 1978

EFFECT OF NON-PASSAGE MUST REBID AS PRESENT SUPPLY WILL BE DEPLETED

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) ESTIMATED VALUE AMOUNT OF $3,484.44 FROM UTILITIES

ASSIGNED TO COMMITTEE

EP [signature]